Approved For Release 1999/08/25 : CIA-RDP78-03097A000400030080-9

7 December 1950

Assistant to the Deputy for Administration

Assistant Director for Operations

FOIAb3b1 Change in [redacted] T/O

FOIAb3b1 1. Chief, [redacted] in a memorandum dated 13 September 1950 to
FOIAb3b1 AD/OO urgently requested the addition of one GS-11 Administrative Officer and one GS-5 Clerk to the [redacted] Administrative Office.

2. This memorandum was informally referred to the Management Officer who caused a survey of the Administrative Staffs of OO to be made. During the course of the survey a GS-4 Clerk-Stenographer
FOIAb3b1 was added to the [redacted] Administrative Office and this office in-
FOIAb3b1 formally understood that the Management Officer concurred in [redacted]
FOIAb3b1 need for a GS-11 Administrative Officer and that this position would be added to the [redacted] T/O by 15 December 1950.

FOIAb3b1 3. An [redacted] employee to be assigned to the GS-11 position is
25X1A7b on route from [redacted] to Washington. This particular employee in addition to being an exceptionally well-qualified and
FOIAb3b1 experienced Administrative Officer has during the past three years
25X1A7b visited all [redacted] with the exception of those in [redacted] This experience makes her particularly valu-
FOIAb3b1 able to [redacted] It is almost certain that she will not remain with
FOIAb3b1 [redacted] unless this position is available.

4. It is therefore urgently requested that the following immediate change in the [redacted] T/O be made:

FOIAb3b1

Add: One GS-11 Administrative Officer.

/s/

GEORGE O. CAREY

25X1A9a

FOIAb3b1 OO:[redacted]hmq
6 December 1950

Distribution:
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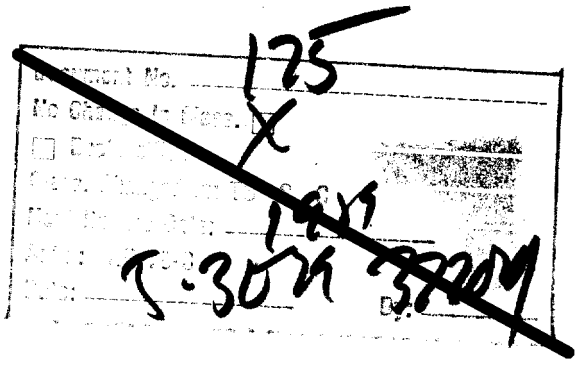

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